

# ACCESSING/USING THE TECH EQUIPEMENT CALENDARS

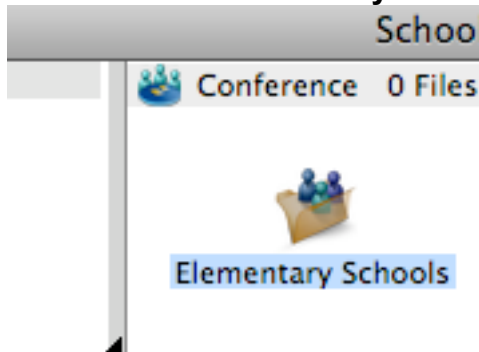
Created by Jennifer Jensen – CSE – September 2008

*To find the calendars within the CSE Conference folder, follow these steps:*

1. After you've logged into FirstClass, double click on "School Sites" from your Desktop.



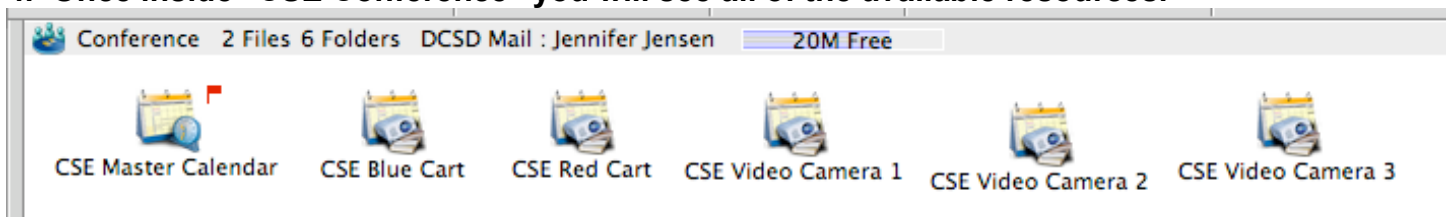
2. Double click on "Elementary Schools"



3. Double click on "CSE Conf" – NOT Elementary #45.

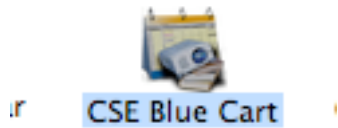


4. Once inside "CSE Conference" you will see all of the available resources.

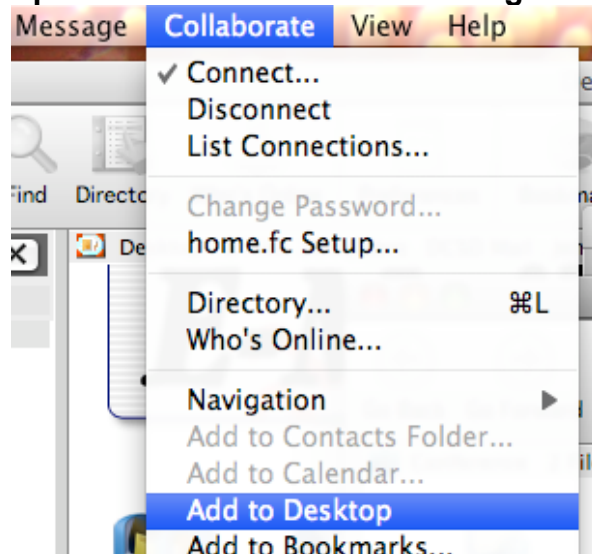


***If you would like to place a short cut to any of the calendars on your desktop, follow these steps:***

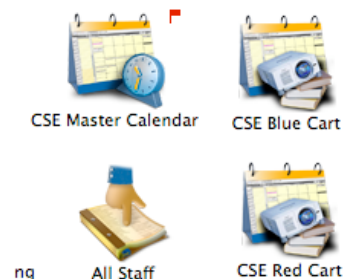
- 1. Follow the steps above to access the CSE Conference.**
- 2. Once inside "CSE Conference" you will want to select the calendar(s) you want added to your desktop. Single click on the calendar you want to add to your desktop.**



- 3. Go up to "Collaborate" and then single click on "Add to Desktop."**

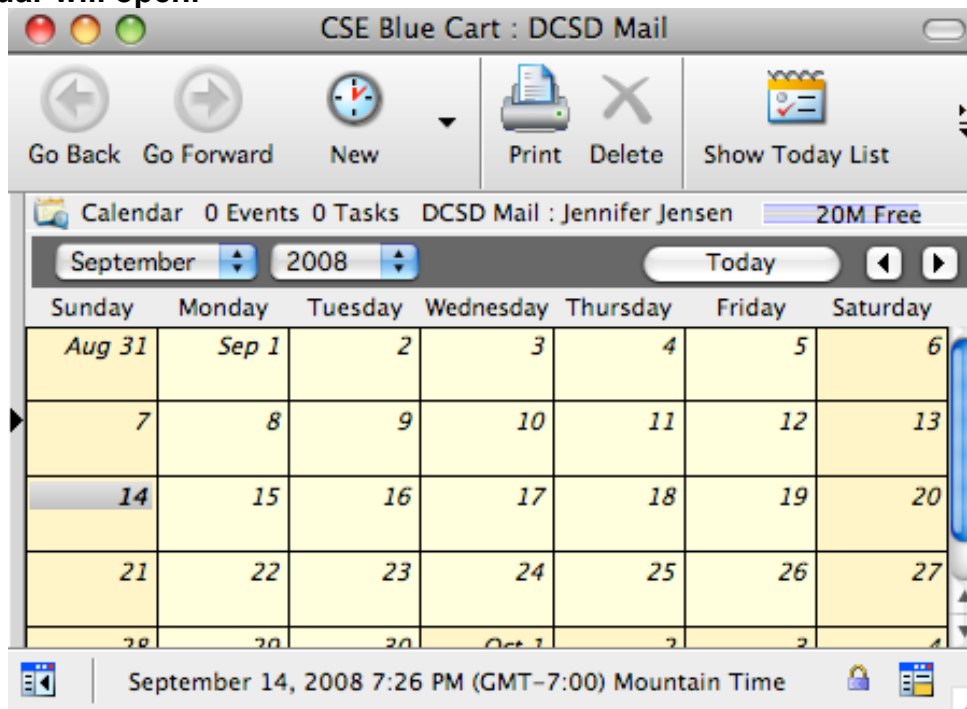


- 4. Nothing will happen within the window you are looking at. You will need to close the other windows and return to your FirstClass Desktop. The calendars may appear up in the FirstClass logo, so look carefully for them. You can then drag them down among your other icons.**

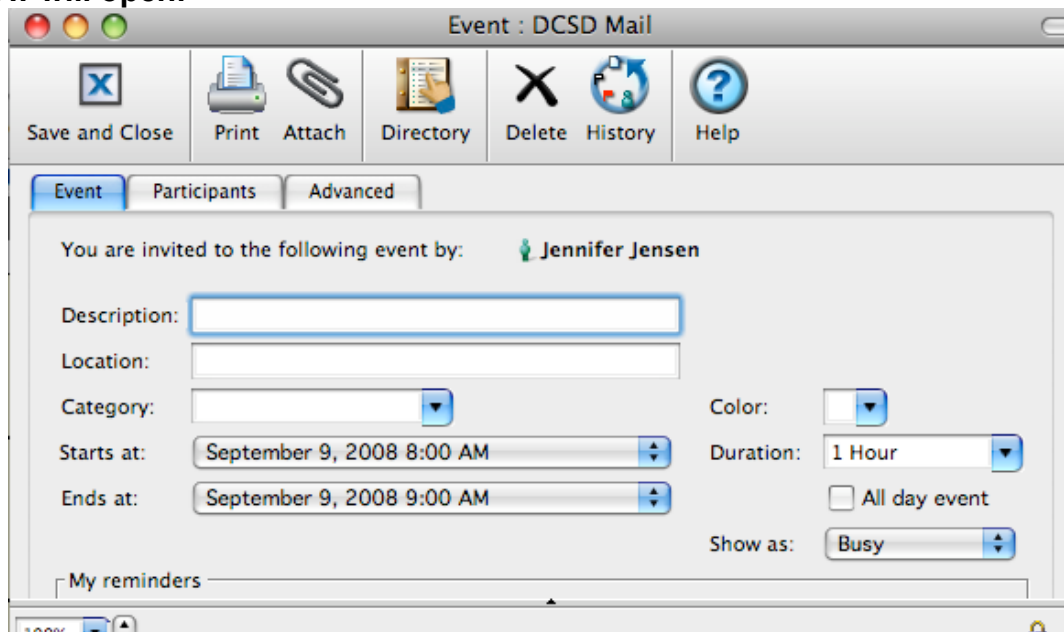


***To reserve a time on a calendar, follow these steps:***

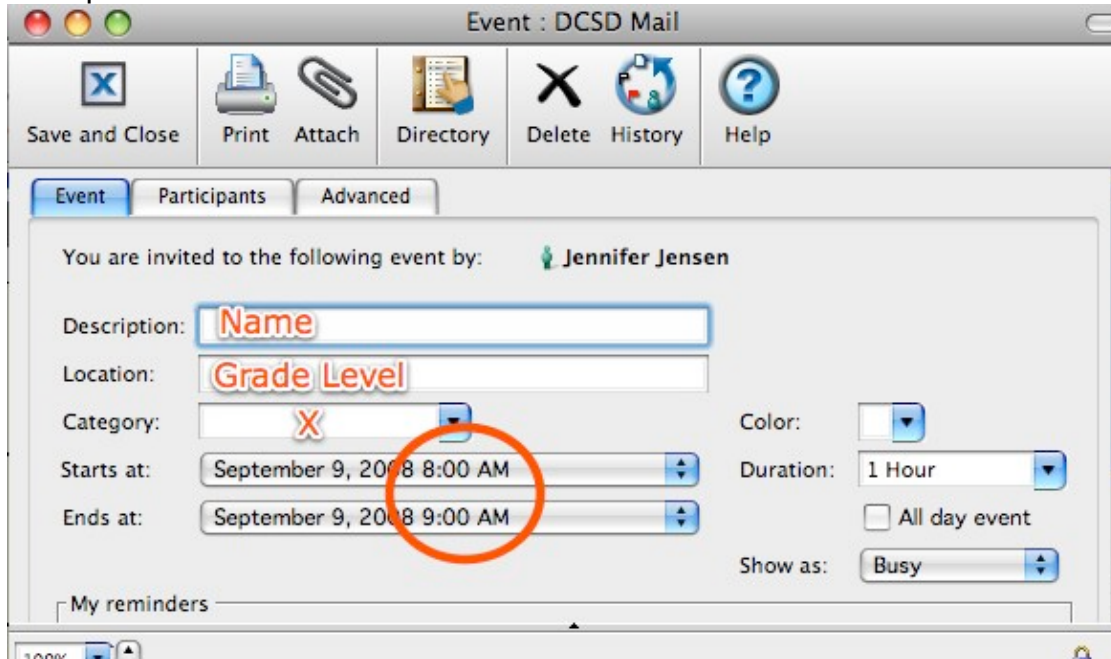
**1. Double click on the calendar of the equipment you want to check out. (This can be done from inside the CSE Conference folder or from the shortcut you created on your desktop.) A calendar will open.**



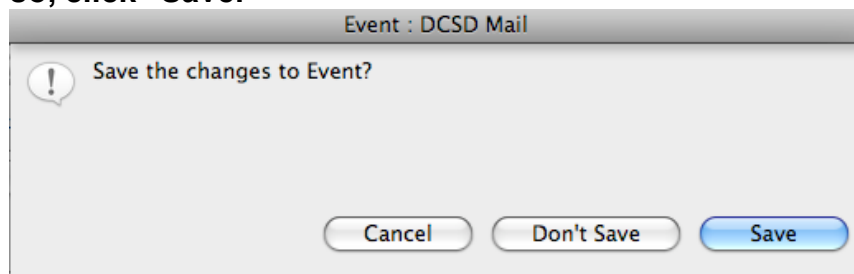
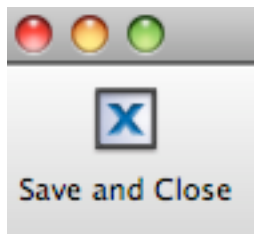
**2. Go to the date that you want to reserve the equipment and double click. An "Event" window will open.**



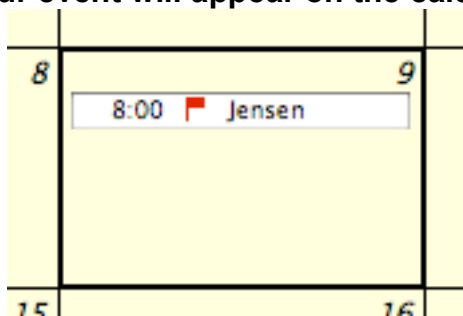
3. In the "**Description**" box enter your **name**. In the "**Location**" box enter your **grade level**. You will not need to select a "**Category**." Be sure to check the times CAREFULLY! It's easy to miss the AM/PM component.



4. Once you have double-checked your Event, click on "Save and Close." You may be asked to "Save Changed to Event." If so, click "Save."



5. Your event will appear on the calendar.



6. If you delete/modify your plans. To delete, single click on your event and delete that particular event. To modify, double click on the event to make changes.